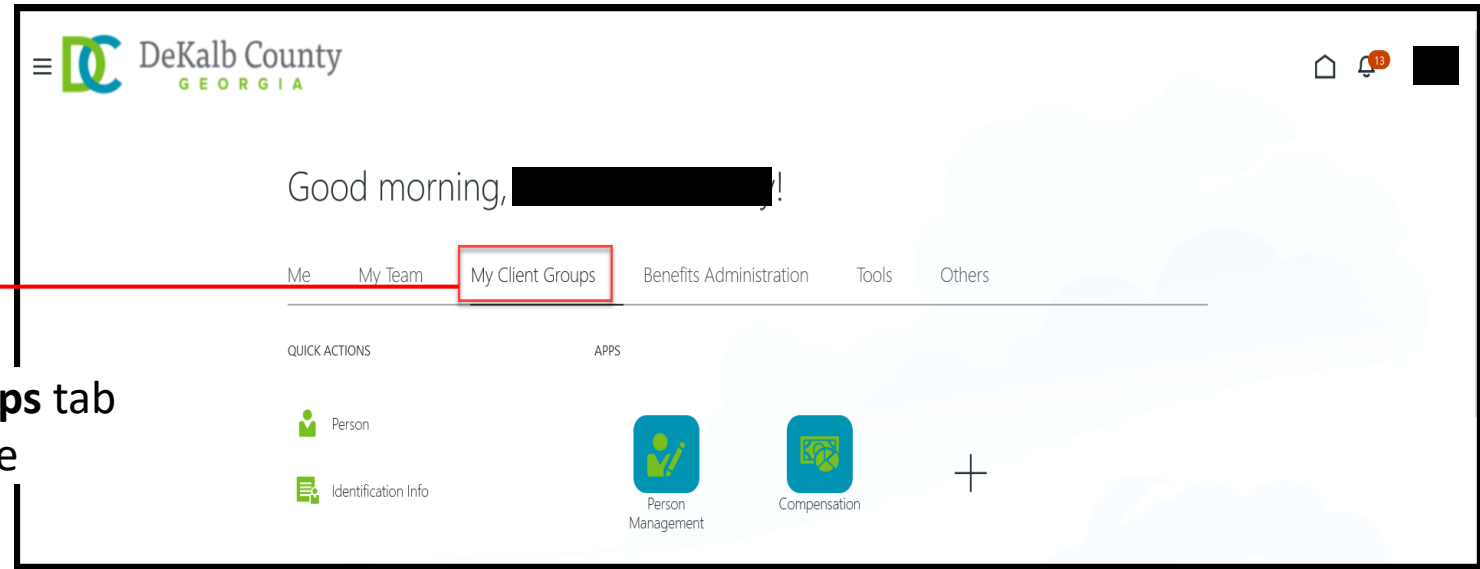


Manage Compensation: View an Employee's Salary

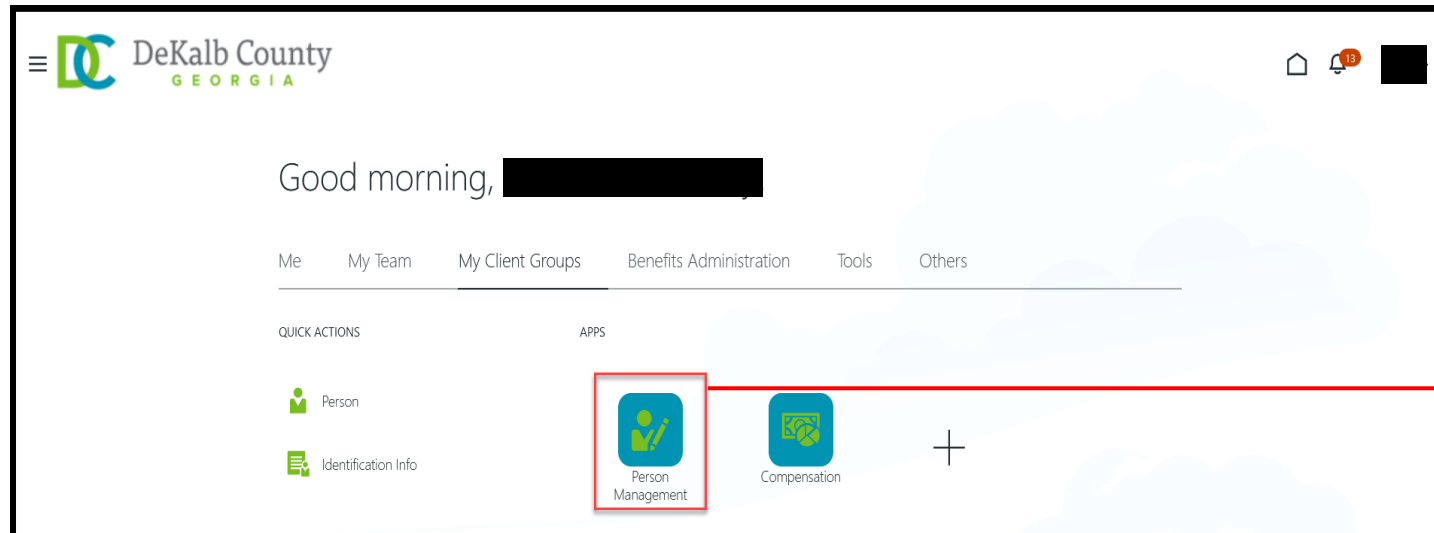
1

Select the **My Client Groups** tab from the CV360 homepage



2

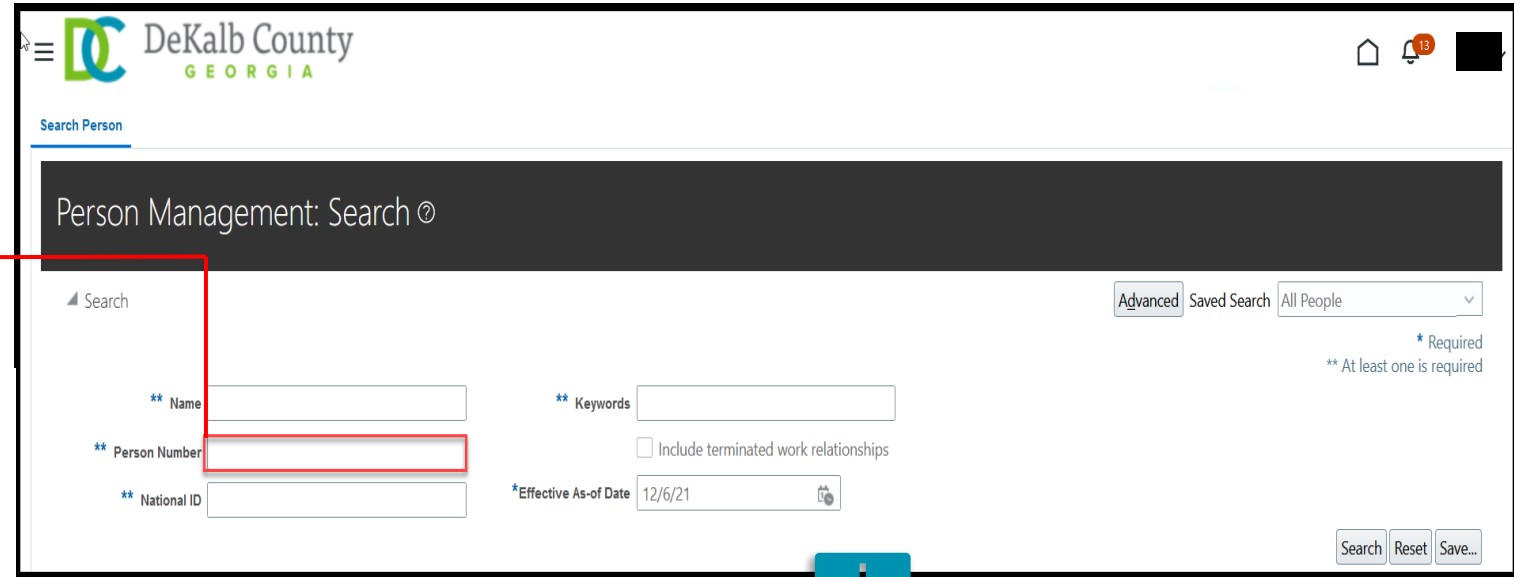
Select the **Person Management** tile within the Apps area



Manage Compensation: View an Employee's Salary

3

From the **Person Management: Search** page, key the **Name** or **Employee Number** of the Employee



DeKalb County GEORGIA

Search Person

Person Management: Search

Advanced Saved Search All People

* Required
** At least one is required

** Name

** Keywords

** Person Number

Include terminated work relationships

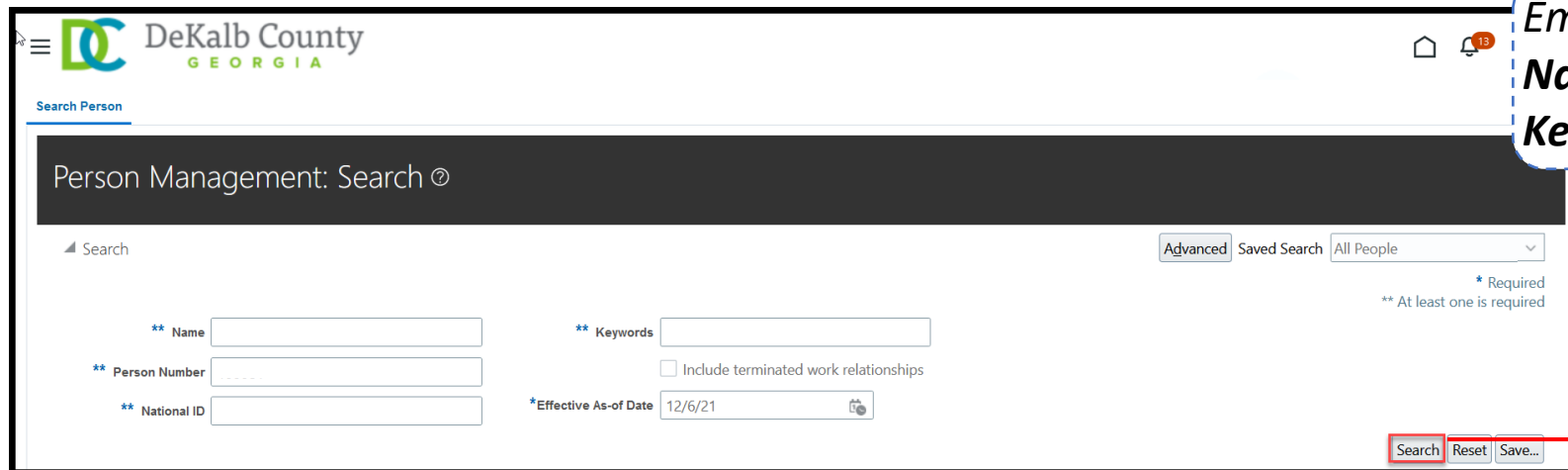
** National ID

*Effective As-of Date 12/6/21

Search Reset Save...



*Employees may be searched by **Name, Person Number, or by Keywords***



DeKalb County GEORGIA

Search Person

Person Management: Search

Advanced Saved Search All People

* Required
** At least one is required

** Name

** Keywords

** Person Number

Include terminated work relationships

** National ID

*Effective As-of Date 12/6/21

Search Reset Save...

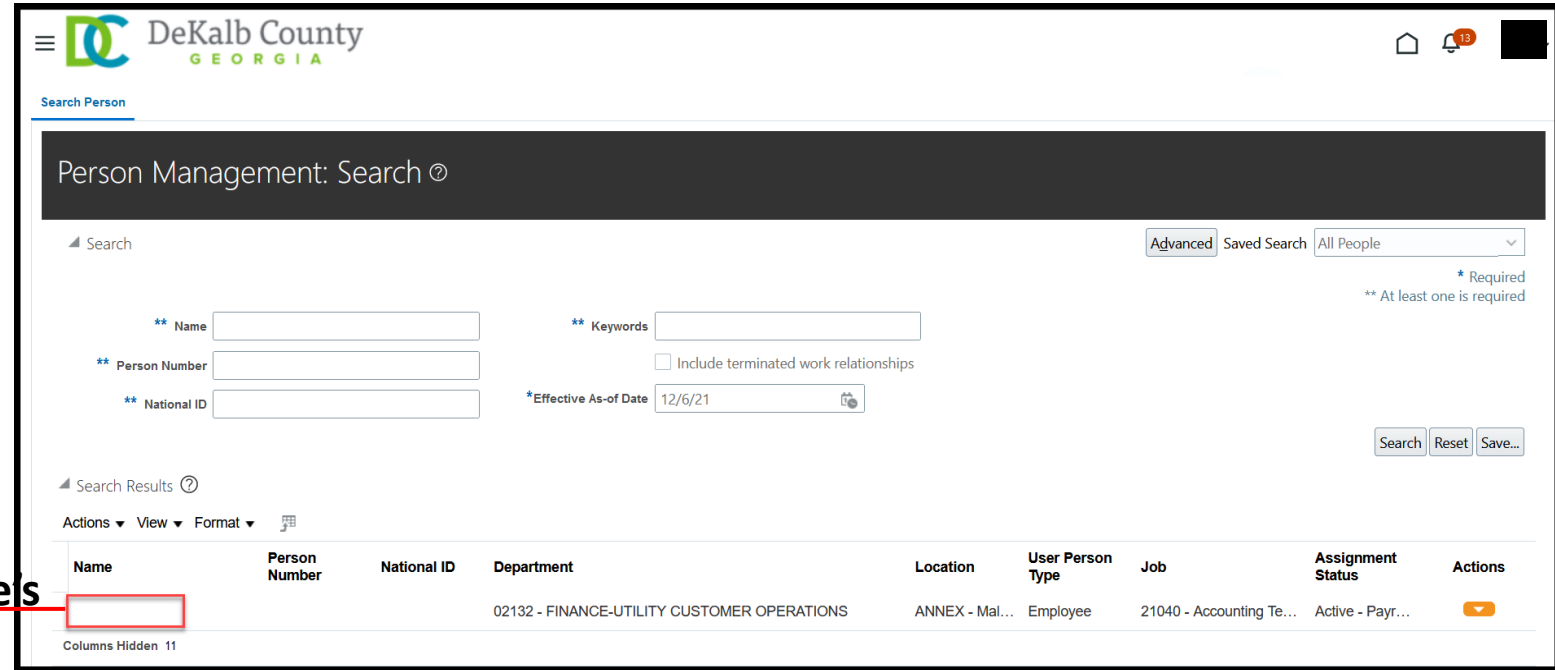
4

Select the **Search** button

Manage Compensation: View an Employee's Salary

5

From the **Search Results** section, select the **Employee's Name** link



DeKalb County GEORGIA

Person Management: Search

Search

Advanced Saved Search All People

** Name ** Keywords

** Person Number Include terminated work relationships

** National ID *Effective As-of Date 12/6/21

Search Reset Save...

Search Results

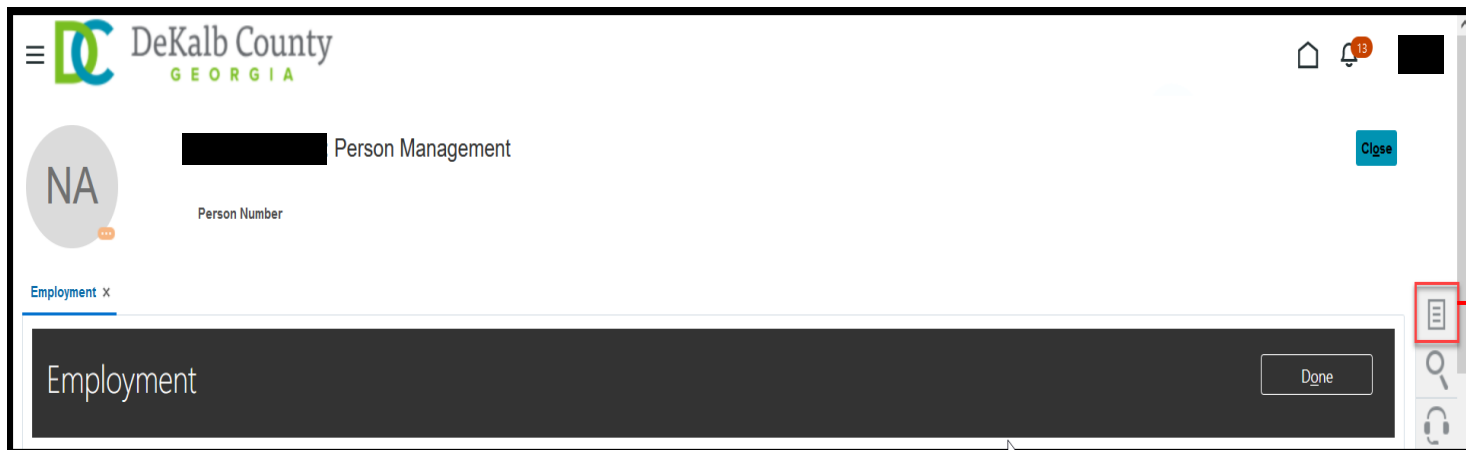
Actions View Format

Name	Person Number	National ID	Department	Location	User Person Type	Job	Assignment Status	Actions
[Redacted]			02132 - FINANCE-UTILITY CUSTOMER OPERATIONS	ANNEX - Mal...	Employee	21040 - Accounting Te...	Active - Payr...	

Columns Hidden 11

6

From the Employment page, select the **Panel Drawer** icon



DeKalb County GEORGIA

Person Management

Person Number

Employment x

Employment Done

Panel Drawer icon

Manage Compensation: View an Employee's Salary



DeKalb County GEORGIA

Person Management

Person Number

Employment x

Employment

Work Relationship ⓘ

Legal Employer DeKalb County GA Country United States

Worker Type Employee

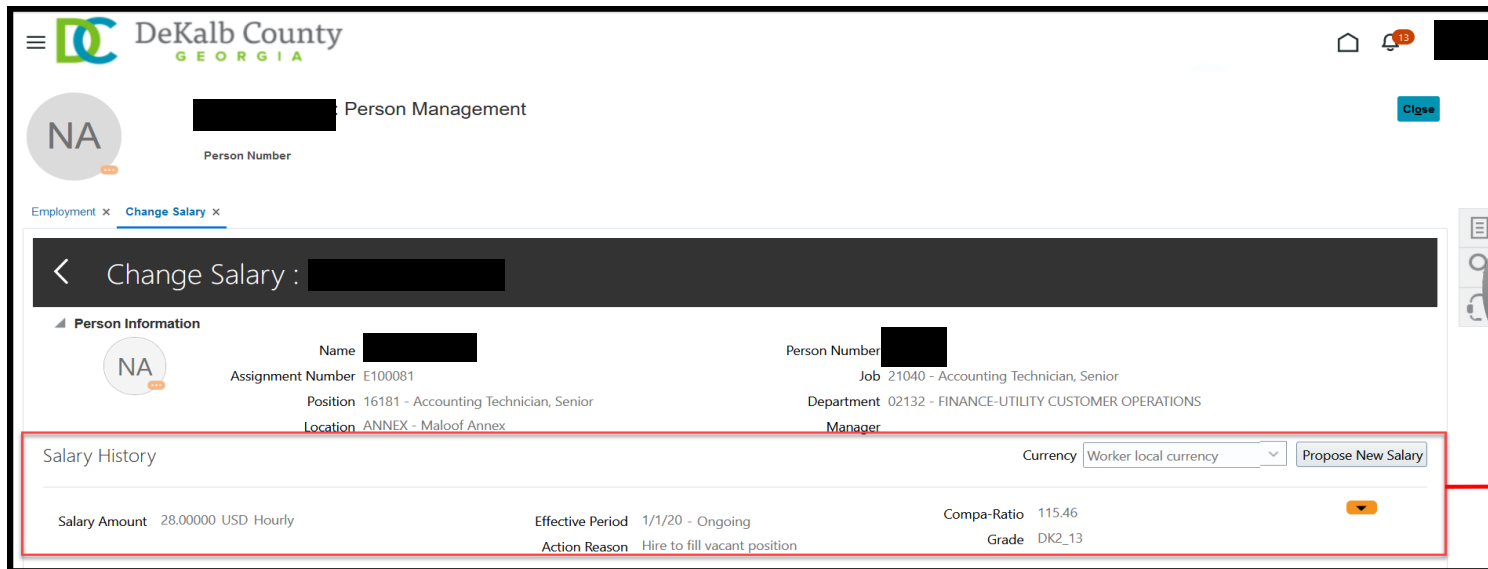
Hire Date 1/1/20

Assignment: 21040 - Accounting Technician, Senior ⓘ

- Compare
- Absences
 - Absence Records
- Compensation
 - Change Salary
 - Individual Compensation
 - View Compensation History
 - View Total Compensation Statement
- Personal and Employment
 - Person
 - Employment
 - Seniority Dates
 - Work Relationship
 - Talent Profile
 - Document Records
 - Document Delivery Preferences
 - Person Identifiers for External Applications

7

Once the Panel Drawer opens, select the **Change Salary** link from the **Compensation** section



DeKalb County GEORGIA

Person Management

Person Number

Employment x Change Salary x

Change Salary : [Redacted]

Person Information

Name [Redacted] Person Number [Redacted]

Assignment Number E100081 Job 21040 - Accounting Technician, Senior

Position 16181 - Accounting Technician, Senior Department 02132 - FINANCE-UTILITY CUSTOMER OPERATIONS

Location ANNEX - Maloof Annex Manager

Salary History

Currency Worker local currency Propose New Salary

Salary Amount	28.00000 USD Hourly	Effective Period	1/1/20 - Ongoing	Compa-Ratio	115.46
		Action Reason	Hire to fill vacant position	Grade	DK2_13

8

From the **Change Salary** tab, the Coordinator can review the current as well as Historical Salary Details of an Employee. To see the complete Salary Details, select the **Orange Chevron** and select **View** from the drop-down list

Manage Compensation: View an Employee's Salary

← Change Salary : [REDACTED]

▶ Person Information

◀ Current Salary Currency: Worker local currency

<p>Start Date: 1/1/20</p> <p>End Date: Ongoing</p> <p>Salary Basis: 40 Hourly Salary Basis</p> <p>Salary Amount: 28.00000 USD Hourly</p> <p>Annual Salary: 58,240.00000 USD (FTE 1)</p> <p>Annualized Full-Time Salary: 58,240.00000 USD</p> <p>Next Salary Review Date:</p>	<p>Action: Hire</p> <p>Action Reason: Hire to fill vacant position</p> <p>Grade Name: DK2_13</p> <p>Salary Range: 19.02 - 29.48 USD Hourly</p> <p>Salary Range Midpoint: 24.25 USD</p> <p>Compa-Ratio: 115.46</p> <p>Range Position: 85.85</p> <p>Quartile: 4</p> <p>Quintile: 5</p>
--	--

Components History

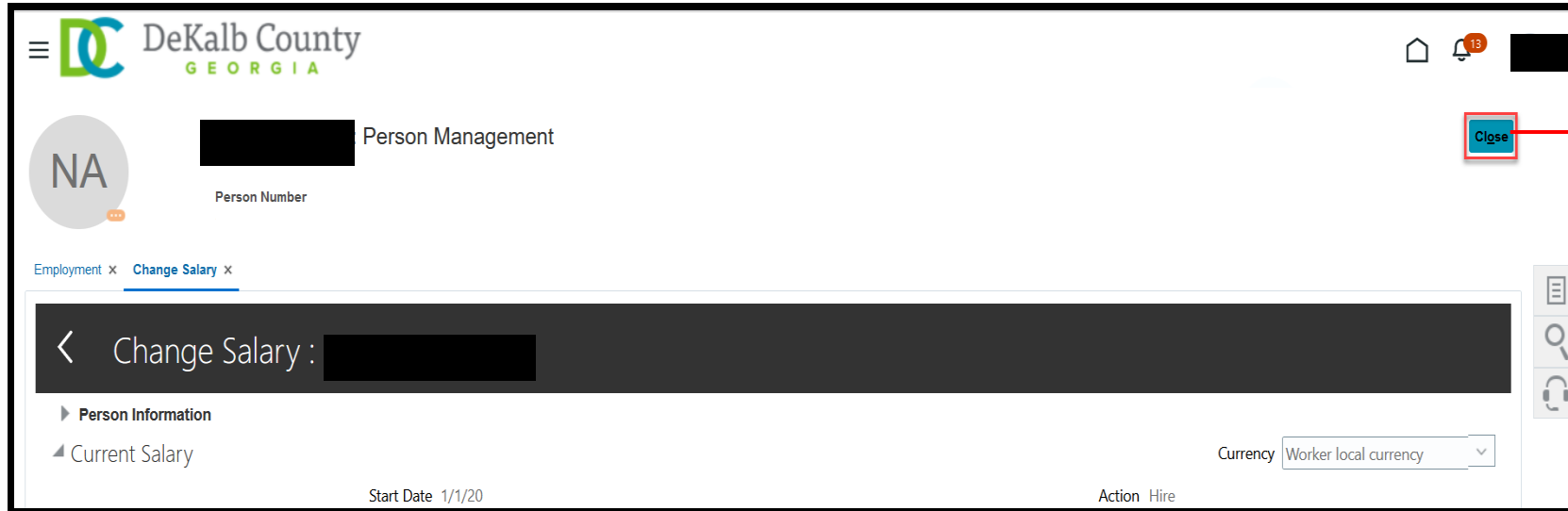
Component Name	Percentage	Amount	Annual Amount	Annualized Full-Time Amount
Base salary		28.00000 USD	58,240.00000	58,240.00000
Overall salary		28.00000 USD	58,240.00000	58,240.00000

9

The Coordinator will be able to see the complete Salary Details as well as the **Salary Components** and **History**

Scroll through the page to see all Salary information related to the Employee. Details such as the Employee's Salary Basis, Grade, Salary Range, and Components can be viewed

Manage Compensation: View an Employee's Salary



10

Once the Coordinator has completed reviewing the Salary details, he/she can select the **Close** button



*If you are not taken directly back to the Person Search page after selecting the **Close** button, a Warning Message may appear. If it does, select the **Yes** button to return to the Person Search page*